

# Water Committee Minutes

---

---

## LAKE LIMERICK COUNTRY CLUB - WATER SYSTEM COMMITTEE MEETING

**Minutes** of October 26,2024 9:00 am

**Meeting Location:** Hybrid: In person at the Inn Great Hall for Water Committee & Community Members

**Call to Order:** Meeting called to order by Chairman Kelly Evans.

**Members Attending:** Chairman Kelly Evans, Secretary Don Bird, Treasurer Sue Hearron, Dan Cossano, Keith Matches and Anne Moen

**Board Members:** John Ingemi, Dean Dyson

**Employees Attending:** Water System Manager Chris McMullen.

**Guests:** Sandy Nelson 04-183, Rich Allen 01-005

---

### COMMENTS FROM THE CHAIR:

Today's meeting serves two purposes.

First, as announced in September, we are including a special community input session to help with planning water conservation goals for the Water System Plan. The Water Committee will discuss the plan parameters, offer suggestions for setting meetable goals, and invite member comments, suggestions, and questions. Member ideas will be incorporated into the plan as much as is practicable.

Second, we will conduct our regular business meeting with an abbreviated agenda. See attached Water Report for 24-09-21 BOD for additional details.

### APPROVAL OF MINUTES

Motion made by Keith Matches to approve September minutes. Seconded by Anne Moen and carried with no nays.

---

### COMMENTS FROM THE BOARD OR COMMUNITY MEMBERS

None

### ADDITION TO THE AGENDA FROM COMMITTEE MEMBERS

None

## Community Input Agenda

### 1. Introduction – Kelly Evans, Water System Committee Chair

Kelly described the Department of Health (DOH) requirement to have a community to set goals for reducing overall water consumption. The goals must be attainable and repeatable for the duration of the Water System Plan which is 10 years.

### 2. Overview of the DOH requirements for plan process and design – Chris McMullin, Water System Manger

Chris presented a brief overview of the DOH Water Use Efficiency goals and reviewed some of the specific requirements summarized in Chapter 7: Goal Setting and the Public Forum of the Water Use Efficiency Guidebook.

### 3. Committee member questions, comments and suggestions

Several committee members had suggestions of possible goals including:

- a. Reducing water consumption of the highest volume consumers.
- b. Reduce overall consumer per capita consumption by a target reduction.
- c. Reduce supply side distribution system losses because our current losses are significantly above the DOH target of 10%.
- d. All customer water meters installed can flag locations where it detects a possible leak. There are over 80 customers currently showing "leak flags". The goal would be to reduce the number of customers with leaks and thereby reduce consumption.

The committee members and Water Manager discussed each of these possible goals and what specific goals could be measurable and achievable year over year for 10 years. They came up with the following specific goals:

- 1) Reduce the distribution system leakage by 0.5% per year.
- 2) Reduce annual consumption of the top 5% of customers by number, by 1% total over the year.

Putting numbers to the goals, the total annual distribution system losses for the last fiscal year were just over 14 million gallons out of a total produced amount of 77.9 million gallons or almost 18%. A 0.5% reduction of the 14 million loss would be about 70,000 gallons.

there are currently 1,170 metered consumers so 5% would be about 58 metered locations. Each of those customers had bills of over 30,000 gallons per month. In total those customers used almost 2.5 million gallons so a 1% reduction would be about 25,000 gallons.

4. *Member/guest questions, comments, and suggestions*

After answering several questions, those present discussed the proposed goals and felt they were reasonable goals and were achievable.

5. *Next steps in the process which may include a committee approval based on community input*

The next step will be to make a motion to the Board to accept the proposed goals. Then these goals will be incorporated into the Water System Plan final version.

*\* Motion made by Don Bird to approve the proposed Water Use Efficiency goals including:*

- 1) Reduce the distribution system leakage (DSL) by 0.5% per year.*
- 2) Reduce annual consumption of the top 5% of customers by number, by 1% total over the year.*

*Seconded by Anne Moen and approved by all.*

FINANCIAL REPORT: SUE HEARRON

**LAKE LIMERICK WATER SYSTEM  
TREASURERS FINANCIALS UPDATE REPORT**

*Submitted By Sue Hearron, Treasurer  
For September 2024*

**Bank Accounts and Investments:**

• Heritage:	Checking-8937	Water Operating	\$270,313.30
	Money Market-8953	Mainline Reserves	\$ 63,115.51
	Money Market-8945	Capacity Reserves	\$11,001.23
• OCCU	Savings ID-1002	LLCC Water Committee	\$102,649.59
	Checking ID-2001	LLCC Water Committee	\$76,860.52
• Edward Jones	Various CD Investments	Mainline Reserves	\$912,195.74
	Various CD Investments	Well Reserves	\$501,909.19
	Various CD Investments	Savings	\$395,029.82
<b>TOTAL:</b>			<b>\$2,333,074.90</b>

**Water Financials Update:**

- OCCU Bank Account is currently asleep as it has not had any activity in months. We need to make a deposit or a transfer to wake up the account.

**RESERVES STATUS:**

7/26/24 Sue requested the following transfers and checks cut:

1. A transfer in the amount of \$74,299.50 (for the months of Mar, Apr, May & June) was made from the Heritage Bank operating account into the Heritage Reserve Accounts as follows:  
 \$47,880.40 Water Mainline Reserve  
 \$26,369.20 Water Capacity Reserve  
**COMPLETED 7/29/24**
2. A transfer in the amount of \$48,106.21 from Heritage Water Mainline Reserve into Heritage Checking AND  
**NOT DONE**

A transfer in the amount of \$30,559.97 from Heritage Water Well Capacity Reserve into Heritage Checking. **COMPLETED 7/29/24**

3. A Check cut from the Heritage Operating Account in the amount of \$78,666.18 payable to Edwards Jones investments and allocated as follows: \$48,106.21 to Water Mainline Acct #841-11177-1-9 and \$30,559.97 to Water Well Capacity Reserve Account #841-20044-1-1  
**COMPLETED 7/29/24**

**PENDING ACTION ITEMS:**

- A transfer requested in the amount of **\$48,106.21 from Heritage Water Mainline Reserve** into Heritage Checking was not completed and is an outstanding action item. An email dated 10/25/24 was sent to Shannon to complete this transaction **at the earliest possible date.**
- In reviewing the OCCU Water Statement the authorized signers on the account need to be updated. The following individuals need to be removed and added:  
**Remove:** Roger Milliman, Christy Smith, John Ingemi and Esther Springer-Johanssen.  
**Added:** Mitch Robinson and Shannon Ramos
- A reserve transfer from the Heritage operating account into the two reserve accounts needs to be processed for July, Aug & September.

**AR Summary Report for YTD 2024**

	<u>Current</u>	<u>31-60 Days</u>	<u>61-90 Days</u>	<u>&gt;90 Days</u>	<u>Total</u>
01/31/24	9,882.18	-5,288.18	9,888.76	7,251.90	21,727.66
02/29/24	19,417.13	-1,316.95	-272.14	8,666.55	26,494.59
03/31/24	19,030.85	6,120.74	-2,529.92	7,892.28	30,513.95
04/30/24	17,082.24	6,716.46	3,700.20	4,729.60	32,228.50
05/30/24	18,663.35	7,459.81	-1,026.32	12,526.41	37,623.25
06/30/24	21,694.33	7,755.08	5,667.41	10,085.50	45,202.32

07/31/24	15,780.24	5,732.18	5,080.01	14,088.70	40,681.13
08/31/24	25,569.24	-3,495.79	12,976.08	17,414.49	53,404.02
09/30/24	16,436.54	7,782.91	-2,495.76	26,617.68	48,341.37

**Reports Attached:**

- Edwards Jones Detail Spreadsheet of CD Investments.
- Cash Accounts Summary
- AR Aging Report Summary
- P&L Excel Spreadsheet for Fiscal YTD 10/23 thru 09/24
- P&L Excel Spreadsheet for 09/24

After the financial report was given, Sue Hearron left to continue her vacation.

**WATER SYSTEM MANAGER'S REPORT - CHRIS MCMULLEN**

**1) Managers' Report & Consumption Spreadsheet – See attached consumption report.**

- Overall, consumption was down by almost a million gallons to 4.9 million gallons in August.
- Water distributions system loss (DSL) was back up to 18.7% in September and calculated net loss was just over 1 million gallons. The fact that consumption was down meant that the loss of a million gallons was a higher percentage of the total.
- Need to continue to review the water system to determine the causes of the apparent losses.

**2) Project Status:**

- **Well Analysis by Picatti Brothers –** The contractor, Picatti, came and completed their testing at Well #6. The well at that site is over 400' deep. The initial report by Picatti was that source flow was significantly improved by the dry ice treatment to clean the screens at the bottom of the well. The preliminary indication is that the bill for services will be well under the amount budgeted for the project.
- **FY 2025 Project Calendar –**
- **Testing Stations –** There has been no time to install the testing stations.
- **Seasonal Help -** A seasonal helper has been hired to get some projects completed.

**3) Maintenance Status:**

- **System Leaks and Repairs -** The water main leak on St. Andrews was repaired at the end of September which means the net loss should be lower for October.

**4) New Information:**

- **Upcoming Project PARS –**
- **WSP –** The Water Use Efficiency goals will be included in the final WSP once the goals are approved by the Board.

**NCE FROM MEMBERS**



- 1) **Written - None**
- 2) **Email - None**

#### **ONE-TIME WATER USAGE FORGIVENESS REQUESTS**

- 1) **None received**

#### **MOTIONS TO THE BOARD**

After reviewing the amount of money that needs to be transferred from Water to the HOA, it was decided that it would be appropriate to formalize that with a motion.

#### **MOTIONS TO THE BOARD FROM PREVIOUS MEETING**

- **Motion made by Dan Cossano to approve the SOP - Water One Time Forgiveness Request as amended with Water Committee suggestions. Seconded by Anne Moen. Approved by all present.**

This motion was pulled from the BOD agenda on October 19<sup>th</sup> because there was not time for the board to review the document. Resubmit this motion at the Board's November 16<sup>th</sup> meeting.

- 
- **Approval of funds transfer from Water System Committee to the HOA for FY 2024**

Not considered by the BOD since the transfer was made prior to the BOD meeting of October 19<sup>th</sup> to accommodate FY 2024 year-end accounting.

#### **UNFINISHED BUSINESS**

- 1) **Water Forgiveness Policy Approval** – The subcommittee formed to establish forgiveness policies and procedures, including Anne Moen, Keith Matches and Don Bird, presented a draft of the Standard Operating Procedures *SOP - Water One Time Forgiveness Request* to the Water Committee. After review, there were a number of suggested edits and additions to the draft policy. These edits were incorporated into the final draft of the policy.
- 2) **Water System Plan** – Chris to continue to work with Lydia Bower of Northwest Water Systems to complete responses to DOH questions regarding the WSP. See comments from above.
- 3) **Water Funds Transfer to HOA** – This was completed after the Water Committee meeting as noted above.

#### **NEW BUSINESS**

- 1) **Inaccurate Water Billing Recovery Remedies** – Due to the shortage of time, this topic will be discussed further at the next meeting.
- 2) **Updating Meter Installation/use Information** – Office staff or Don will initially update all the residential accounts to Locked Meter that are currently billed as Non-Metered but have meters. Chris will acquire security clips and install those on the affected lots.

Further analysis will be done on the customer accounts to verify which general category below they fall into:

- Customers with multiple adjacent lots, typically one with their residence and one vacant lot
- Camping or RV lots with at least an outdoor faucet and possibly a storage shed and no usage.
- Camping or RV lots with at least an outdoor faucet and possibly a storage shed with small spring/summer usage.
- Vacant lot and current on their water bills
- Vacant lot and way behind on water bills
- House with a meter but little usage since January 2023 and behind on water bills
- House with a meter but little usage since January 2023 and current on their water bills

**3) Monthly HOA Funds Transfer Process** - Kelly to work with Shannon to establish a more formal process for accumulating the charges HOA pays on behalf of the Water Department and a regular process for reporting to the Water Committee Treasurer the amount to be paid so that the transfer can be approved and paid.

**4) Approval of Picatti Brothers invoice for well system analysis in FY 2023-2024 budget**

Kelly has discussed this with Shannon and she indicated that can be done.

**5) FY Capital Projects Planning –**

- **Meter replacement project** – Chris met with a customer meter vendor to get updated information for the project to replace 100 meters per year as recommended by DOH. Currently meters are read once per month by driving around in the Water truck with a computer to read customer meters. Chris would like to investigate getting meters that would be read automatically using the cellular network or one installed specifically for the purpose. The vendor Chris talked to indicated that it would cost about \$2.5 million to upgrade the infrastructure and purchase all the customer meters.
- **SCADA Upgrade** – This is top of the list because of recent cybersecurity attacks on water systems including City of Aberdeen.
- **Emergency Generator** – Chris talked to a generator contractor and the contractor indicated it was not feasible to install a single generator that would support Well #2, the ProShop and the Inn. Next most likely site would be Well #4. Legacy Generator will be on location to do normal PM on generators at Wells #3 and #6 and Chris will ask about possible generator at other locations.

**Action Items**

- 1) Sue to work with Office staff to finalize transfers from Water to HOA- Done
- 2) Edward Jones statement not up-to-date and Sue to get updates. - Done
- 3) Review water bill format including category descriptions, fonts and graph and see if base and excess water usage can be separated. Implement for FY 2025 billing.
- 4) Determine Office staff responsibilities.
- 5) Chris to contact Lydia to review WSP questions and determine responsibilities for completing DOH response.
- 6) Kelly encouraged committee members to attend Town Hall meeting on September 9<sup>th</sup>. - Done



- 7) Chris to send required well site protection letters to affected members and non-members. - Done
- 8) Chris to meet with companies to review available leak detection equipment. - Done
- 9) Work with Shannon, Don and Kelly to correct known billing system account anomalies. – In process. Need to determine who on staff will do this after recent staff changes.
- 10) Water bill forgiveness policy and procedures to be drafted by sub-committee of Anne, Keith and Don. – Draft done, review in process
- 11) Need to review PO tracking and check request procedures.
- 12) Committee members need to review the DOH WUE Goal Setting Requirements before the next meeting. - Done

### **Announcements**

**Next Water Committee meeting:** November 23, 2024, 9:00 AM Hybrid in the Crow's Nest

### **Events:**

- 1) BOD Meeting November 16, 2024, 9:00 AM - Great Hall & Hybrid

**Closed Session to discuss personnel and / or legal issues:** No closed session was necessary.

### **Motion to Adjourn:**

\*Motion made by Dan Cossano to adjourn the meeting. Seconded by Keith Matches and carried with no nays.

---

## **Motions for the Board**

---

*\* Motion made by Dan Cossano to approve the SOP - Water One Time Forgiveness Request as amended with Water Committee suggestions. Seconded by Anne Moen. Approved by all present (Sue Hearron left early). Resubmitted from the September 28<sup>th</sup> meeting.*

*\* Motion made by Don Bird to approve the proposed Water Use Efficiency goals including:*

- 1) Reduce the distribution system leakage (DSL) by 0.5% per year.*
- 2) Reduce annual consumption of the top 5% of customers by number, by 1% total over the year.*

*Seconded by Anne Moen and approved by all.*

## SOP – WATER ONE TIME FORGIVENESS REQUEST

### PURPOSE

Establish policies and procedures for approving and granting a large water bill forgiveness request due to an unexpected, large water leakage in the customer's water lines beginning at the water meter.

### SCOPE

To review circumstances that make a large, unexpected water leak eligible for forgiveness. Historically lake limerick has allowed a one-time forgiveness request since members of the community own the water system.

### DEFINITIONS

**Forgiveness:** One time forgiveness per property owner per lot while that owner owns the lot. Forgiveness is for a single month's excess usage water bill of the members choosing caused by the leak. This does not forgive the balance, base amount or reserve.

**Member in Good Standing:** These are members with no current substantial Protective Covenant or other rule violations; and those who are no more than 90 days delinquent in the payment of any amount due to the Association, unless a repayment agreement has been reached and is complied with. (Bylaws of Lake Limerick Country Club, 2005)

**Large Leak:** Significantly higher volume use than normal during the month, e.g. several times normal usage.

**Unexpected Leak:** Unaware because it was hidden underground or behind a wall and or sudden loss of water because of a water line break.

#### **Water forgiveness packet:**

- Request form
- Written request from the homeowner, not from a renter or property manager
- Water meter historical data
- Water manager comments and confirmation of leak status

### FORGIVENESS CONSIDERATIONS

---

#### ALLOWED

- Member in good standing, current on their water bill and HOA dues
- Major water line leak or break
- Theft by others
- Significant toilet leak
- Significant faucet leak
- Irrigation system failure

---

#### NOT ALLOWED

- Member not in good standing
- Any additional request from the same owner for the same property that already received forgiveness
- Avoidable leak
- Break caused by contractor

- Break caused by homeowner
- Leak still occurring
- Failure to winterize water lines properly unless caused by an abnormally cold winter

## ROLES AND RESPONSIBILITIES

---

### HOMEOWNER

- Leak must be repaired before request can be submitted
- Make written forgiveness request within 60 days of getting leak fixed and verified and at least 2 weeks prior to next Water Committee meeting
- If approved, homeowner must still pay
  - previous month(s) balance
  - base rate
  - reserve charges
- If not approved, homeowner may appeal to Water Committee and, if still denied, then may appeal to Hearing Committee.

---

### OFFICE

- Runs an exception report
- Imports meter readings and notes high bills
- If forgiveness request is accepted by Water Committee and the Board, office staff will credit the requester within the next billing cycle and make notation in Water billing application records.

---

### WATER STAFF

- Meet with homeowner to discuss leak and repair
- Submit information to the water committee before meeting
- End of the month meter read

---

### WATER COMMITTEE

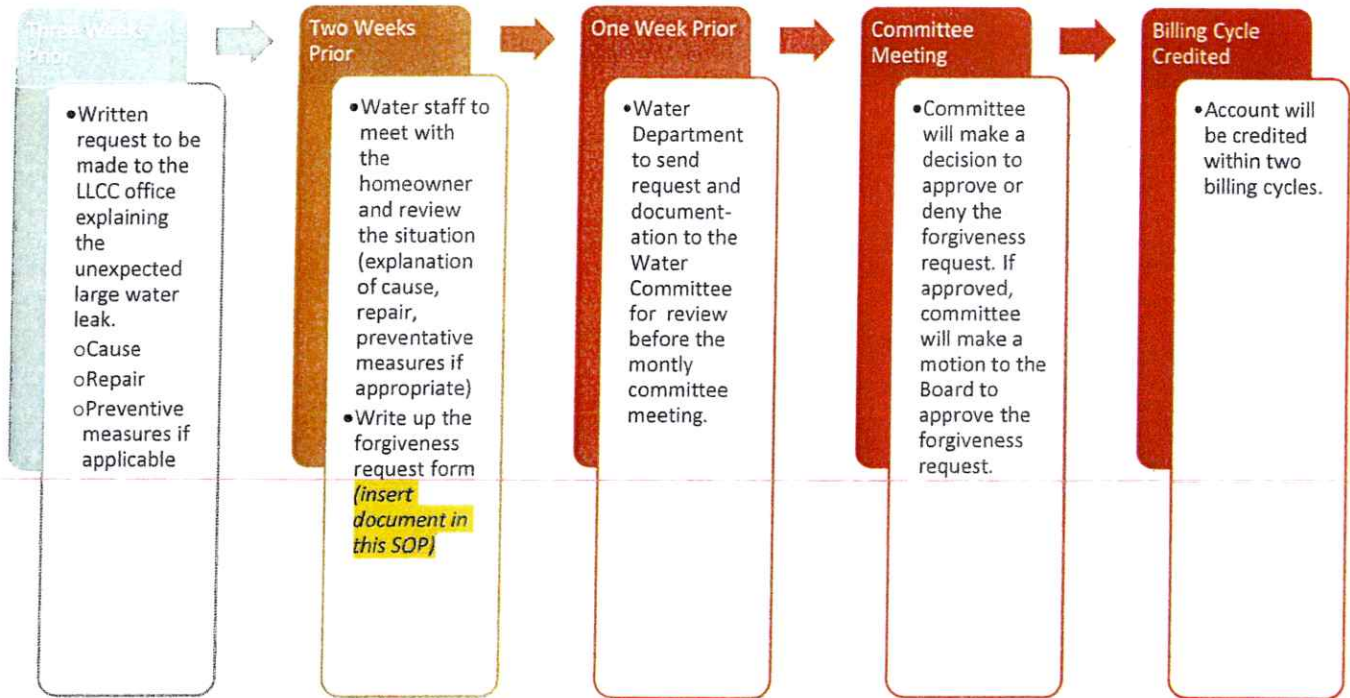
- Reviews forgiveness request packet.
- During the monthly meeting, committee members will review the forgiveness request packet and make a decision on forgiveness.
- The committee will make a motion to the board to accept forgiveness request or will deny the request and provide reason(s) to owner.
- If request is denied, Water Committee will send requester a letter of denial for the forgiveness request.

---

### LAKE LIMERICK BOARD

- Approve or deny forgiveness request

REQUEST TIMELINES – WATER MEETING (4<sup>TH</sup> SATURDAY OF THE MONTH)



FORMS

Water forgiveness request form

REVISIONS

Date	Revision Made	Initials



Lake Limerick C.C.



est. 1966

November 12, 2024

**Subject: Notification of Wellhead Protection Area for Mason County residents living near Lake Limerick**

Dear Mason County Neighbor:

The Lake Limerick Water System Utility has taken steps to protect our valuable drinking water supply by establishing a **local wellhead protection plan**. A wellhead protection plan is developed by identifying the geographic area where the water supplies originate and protecting that area from pollutant sources.

The purpose of this letter is to tell you that your parcel may be within a part of the 10-year groundwater travel radius around one of the community's seven wells. This groundwater contributes to our drinking water supply. The area around each well is shown in the enclosed map and will help you identify your location near a well.

**This letter is a notification required by the Washington State Department of Health.** Part of our local wellhead protection plan is helping residents be more aware of actions which may contribute to groundwater contamination in this area. We are asking for your commitment to join us in this effort by reading this letter, being aware of possible polluting activities, and asking questions or voicing concerns.

We realize that you are likely already careful to protect the environment. We hope that reminding you that your location in our wellhead protection area will help to increase awareness and encourage residents to take precautions to ensure that no adverse impacts to our drinking water occur.

Potentially polluting and harmful activities include the improper disposal of paint, paint thinners, cleaning solvents, and used motor oil. Any unwanted or unused hazardous household materials can be brought to your Mason County solid waste landfill or hazardous waste disposal facility.

Thank you for your cooperation and assistance in helping us ensure safe, clean drinking water. Please let us know if you have any questions or comments.

Sincerely,

*Chris McMallin*

Water System Manager

*Kelly Evans*

Water System Utility Committee Chair

**Questions/Concerns? Contact the Lake Limerick Water System Utility at 360-426-3581**

Lake Limerick C.C.



est. 1966

November 12, 2024

**Subject: Notification of Wellhead Protection Area**

Dear Lake Limerick Country Club resident:

The Lake Limerick Water System Utility has taken steps to protect our valuable drinking water supply by establishing a **local wellhead protection plan**. A wellhead protection plan is developed by identifying the geographic area where the water supplies originate and protecting that area from pollutant sources.

The purpose of this letter is to tell you that your parcel may be within a part of the 10-year groundwater travel radius around one of the community's seven wells. This groundwater contributes to our drinking water supply. The area around each well is shown in the enclosed map and will help you identify your location near a well.

**This letter is a notification required by the Washington State Department of Health.** Part of our local wellhead protection plan is helping residents be more aware of actions which may contribute to groundwater contamination in this area. We are asking for your commitment to join us in this effort by reading this letter, being aware of possible polluting activities, and asking questions or voicing concerns.

We realize that you are likely already careful to protect the environment. We hope that reminding you that your location in our wellhead protection area will help to increase awareness and encourage residents to take precautions to ensure that no adverse impacts to our drinking water occur.

Potentially polluting and harmful activities include the improper disposal of paint, paint thinners, cleaning solvents, and used motor oil. Any unwanted or unused hazardous household materials can be brought to your Mason County solid waste landfill or hazardous waste disposal facility.

Thank you for your cooperation and assistance in helping us ensure safe, clean drinking water. Please let us know if you have any questions or comments.

Sincerely,

*Chris McMullin*

Water System Manager

*Kelly Evans*

Water System Utility Committee Chair

**Questions/Concerns? Contact the Lake Limerick Water System Utility at 360-426-3581**